PetroSkills

Essential Technical Writing Skills - ETWS

COURSE

About the Course

Writing for work-related purposes ought to be brief, clear, informative and, above all, readable. In this practical hands-on course, you gain a solid foundation in technical writing skills. The primary theme for the course is that a writer must "think constantly about their readers." Examples and exercises provide hands-on experience. You may choose to bring a sample of your writing for one-on-one feedback.

Target Audience

All engineers, managers, IT/computer support staff, team leaders, supervisors, and individuals responsible for writing letters, memos, reports, procedures, test results, and proposals that are clear, concise, and professional.

You Will Learn

- To focus on the reader as the receiver of the information
- To develop quality writing that will:
    - Improve business relationships and communication
    - Enable you to write better and faster
    - Make your writing more credible
    - Make you more confident in your writing

Course Content

- Develop essential technical writing skills to convey a convincing message
- Compose clear messages using a structured writing approach
- Adapt your writing style to your audience's needs
- Edit at the word level to improve persuasiveness and impact
- Write precise and concise memos, letters, summaries, and reports
- How to best display visual information

- Create informative content using lists, bullets, and short paragraphs as the primary writing mode

Product Details

Categories: Upstream, Midstream, Business & Management

Disciplines: Petroleum Business

Levels: Basic

Product Type: Course

Formats Available: In-Classroom

Instructors: PetroSkills Specialist   James Haner   Ronnie Norvell